Reports

Find information about Reports settings in WorldShare Collection Manager.

Reports

If you enable reports in **Institution Settings > Reports**, reports will be available via email around the time when files of records have been output and/or after there are changes to your holdings in WorldCat. When your first report is available, you will get an email from Usage_Statistics@oclc.org with the subject field: "The report [name of report] you requested for [YYYYMMDD]."

You will not receive an email on days when there is no activity. Reports are also available in the OCLC Usage Statistics Portal and they are identical to the reports that come by email. See how to access reports in the OCLC Usage Statistics Portal.

**To receive emailed reports:**

1. Navigate to **Institution Settings > Reports**.
2. Select **Yes** to Receive Email Reports.
3. Enter your cataloging authorization or an admin code. This is a 9-digit number starting with 100. Only one authorization code is needed per institution.
4. Expand and select the Report Types you want to receive.
   - To find details about the content of each report type see **Understand emailed reports**.
5. Enter the **Email Address(es)** the reports will be sent to. If you are adding more than one email address, separate each email address with a semi-colon (;).
6. Modify the **Report Format** and **Receive as** settings if needed.
7. Click **Save**.

There is not a way to select only certain reports per email. The email address(es) entered will receive all selected reports.

Many libraries that have collections that output records on an ongoing basis select the Updated Records report. The report will notify you of critical changes like OCLC number merges and the reason you received an updated record even if you have not enabled WorldCat updates.